

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

## **NOTICE TO BIDDERS SPECIFICATION NO. 03-143**

The City of Lincoln also representing Lancaster County and the Lincoln/Lancaster County Public Building Commission intends to enter into a contract and invites you to submit a sealed proposal for:

# **ANNUAL REQUIREMENTS FOR CUSTODIAL PAPER GOODS AND CONSUMABLE SUPPLIES**

### **MEETING OR EXCEEDING THE CITY OF LINCOLN'S SPECIFICATIONS, TERMS AND CONDITIONS**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, May 28, 2003** in the office of the Purchasing Agent, Suite 200, "K" Street Complex, located at 440 South 8th Street, Southwest Wing, Lincoln, Nebraska 68508. Bids will be publicly opened and read aloud in the Conference Room located on the Ground Floor.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above. Late Bids will not be accepted.

# CITY OF LINCOLN AND LANCASTER COUNTY, NEBRASKA

## SPECIFICATION NO. 03-143

**BID OPENING: 12:00 noon    DATE: May 28, 2003**

**ADDENDA RECEIPT:** The receipt of the addenda to the specification number \_\_\_\_ through \_\_\_\_ is hereby acknowledged. Failure of any Proposer to receive any addenda or interpretation shall not relieve the Proposer from obligations specified in the proposal request. All addenda shall become part of the final contract document.

The undersigned submitted, having full knowledge of the requirements of the County/City for the above listed project, the Contract Documents, all terms and conditions of the request, agrees to provide the labor, materials, equipment and supplies in strict accordance with the specifications as prepared by the City for the consideration of the amount set forth in the following proposed price schedule:

### PRICE SCHEDULE "STOCK CORE LIST": CUSTODIAL PAPER PRODUCTS AND CONSUMABLE SUPPLIES

LIST IN THE SPACE PROVIDED, YOUR ONE (1) YEAR FIRM PRICE FOR DIRECT DELIVERY TO DE-CENTRALIZED DROP POINTS. (SEE ATTACHMENT "A" for individual delivery locations)

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>1.</b>	<b>CATEGORY I - DISPOSABLE PAPER PRODUCTS</b>			
1.1	64075530804 Toilet Tissue, 1-Ply Roll Tissue (individually wrapped), White, 4.5" x 4.5", 1,000 Sheets/Roll, 96 Rolls/Case, Wisconsin #1630 or equal  MFG: _____ NO: _____ _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	30 Cases	\$ _____	\$ _____
1.2	64075583001 Toilet Tissue, 2-Ply Roll Tissue (individually wrapped), White, 4.5" x 4.5", 500 Sheets/Roll, 96 Rolls/Case, Wisconsin #1610 or equal  MFG: _____ NO: _____ _____ Post-consumer Fiber Content: _____ COMMENTS.: _____	1,200 Cases	\$ _____	\$ _____

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.3	64075712253 Paper Towel, Multi-fold Towel, Natural, 9.25" x 9.5", 286 Towels/Package, 14 Packages/Case, (4,004 Towels/Case)  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	1,400 Cases	\$ _____	\$ _____
1.4	64075712055 Paper Towel, Multi-fold Towel, White, 9.25" x 9.5", 286 Towels/Package, 14 Packages/Case, (4,004 Towels/Case), Wisconsin #1824 or equal  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	350 Cases	\$ _____	\$ _____
1.5	64075701355 Paper Towel, C-Fold Towel, White, 10.25" x 12.75", 200 Towels/Package, 12 Packages/Case (2,400 Towels/Case)  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	800 Cases	\$ _____	\$ _____
1.6	64075721478 Paper Towel, Single-fold Towel, Natural, 9.5" x 10.625", 250 Towels/Package, 16 Packages/Case (4,000 Towels/Case), Wisconsin Tissue #1850 or equal  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	1,000 Cases	\$ _____	\$ _____
1.7	64075801551 Paper Towel, Non-perforated, Roll Towel, Natural, 7.875" x 350 Ln. Ft. / Roll, (1.5" Core Size), 12 Rolls/Case (4,500 Ln. Ft./Case)  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	45 Cases	\$ _____	\$ _____
1.8	64075824322 Paper Towel, 2-Ply Perforated, Roll Towel, White, 9" x 11", 90 Sheets/Roll, 30 Rolls/Case, Wisconsin Town House #1990 or equal  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	150 Cases	\$ _____	\$ _____

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.9	64085301105 Reinforced hand wipes, 13" x 13-1/2", 1/4th fold, 60 wipes per pkg., 15 pkgs./case, Fort Howard 290-00 or equal  MFG: _____ NO: _____ COMMENTS.: _____	140 Cases	\$ _____	\$ _____
1.10	64085302004 Reinforced hand wipes, pop-up package, 9-3/4" x 12- 3/4", 125 wipes per box, 15 boxes/case, Fort Howard 290-90  MFG: _____ NO: _____ COMMENTS.: _____	225 Cases	\$ _____	\$ _____
1.11	64085201008 Disposable wipers, pop-up package, 9-3/4" x 12-3/4", 75 wipers per box, 15 boxes/case, Fort Howard 292-90  MFG: _____ NO: _____ COMMENTS.: _____	45 Cases	\$ _____	\$ _____
1.12	64050771209 Facial Tissue, 2-Ply Boxed Facial Tissue, White, 8.33" x 8", 100 Sheets/Box, 30 Boxes/Case, Wisconsin #1510 or equal  MFG: _____ NO: _____ _____Post-consumer Fiber Content: _____ % COMMENTS.: _____	300 Cases	\$ _____	\$ _____
		<b>CATEGORY I</b>	<b>TOTAL:</b>	<b>\$ _____</b>

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>2.</b>	<b>CATEGORY II - SPECIALTY PAPER GOODS</b>			
2.1	64075530804 Toilet Tissue, 2-ply, White, Specialty Products, Must fit Georgia Pacific Cormatic Product Dispensers, #6500 Toilet Tissue, 1000 shts/roll, 96 rolls/case  MFG: _____ NO: _____ Post-consumer Fiber Content: _____ % COMMENTS.: _____	20 Cases	\$ _____	\$ _____
2.2	6407553901 Toilet Tissue, 1-ply, White, Specialty Products, must fit Georgia Pacific Cormatic Products Dispensers, #6500 Toilet Tissue, 2000 shts/roll, 96 rolls/case  MFG: _____ NO: _____ COMMENTS.: _____	25 Cases	\$ _____	\$ _____
2.3	Paper Towel, Specialty Products, Must fit Georgia Pacific Cormatic Product Dispensers, #271-6 Roll Towel, Natural  MFG: _____ NO: _____  Post-consumer Fiber Content: _____ % COMMENTS.: _____	25 Cases	\$ _____	\$ _____
		<b>CATEGORY II</b>	<b>TOTAL:</b>	\$ _____
<b>3.</b>	<b>CATEGORY III - CAN LINERS</b>			
3.1	66524526001 Can Liner, Mobil PL2-2431 or equal, Low-Density, 24" x 23", Extra-Heavy, 7-10 Gallon Capacity, Color: Black, 500 Bags per Case 500  MFG: _____ NO: _____ COMMENTS.: _____	100 Cases	\$ _____	\$ _____
3.2	66524526112 Can Liner, Pitt #P2410B or equal, Low-Density, 24" x 23", Light, 10 Gallon Capacity, Color: Buff, 500 Bags per Case  MFG: _____ NO: _____ COMMENTS.: _____	250 Cases	\$ _____	\$ _____

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
3.3	66524507007 Can Liner, Mobil PN1-3320 or equal, High-Density, 24" x 33", Medium, 12-16 Gallon Capacity, Color: Clear, 1,000 Bags per Case 1,000  MFG: _____ NO: _____ COMMENTS.: _____	60 Cases	\$ _____	\$ _____
3.4	66524507118 Can Liner, Mobil PN1-3720 or equal, High-Density, 30" x 37", Medium, 20-30 Gallon Capacity, Color: Clear, 500 Bags per Case 500  MFG: _____ NO: _____ COMMENTS.: _____	190 Cases	\$ _____	\$ _____
3.5	66524526223 Can Liner, Mobil PG2-4021 or equal, Low-Density, 33" x 39", Medium, 33 Gallon Capacity, Color: Gray, 250 Bags per Case  MFG: _____ NO: _____ COMMENTS.: _____	70 Cases	\$ _____	\$ _____
3.6	66524526334 Can Liner, Mobil PG2-4021 or equal, Low-Density, 33" x 39", Medium, 33 Gallon Capacity, Color: Gray, 250 Bags per Case 250  MFG: _____ NO: _____ COMMENTS.: _____	150 Cases	\$ _____	\$ _____
3.7	66524507219 Can Liner, Mobil RN334014, High-Density, 33" x 40", Heavy, 33 Gallon Capacity, Color: Red BioHaz, 250 Bags per Case 250  MFG: _____ NO: _____ COMMENTS.: _____	15 Cases	\$ _____	\$ _____
3.8	66524526445 Can Liner, Mobil PG6-4641 or equal, Low-Density, 40" x 46", Extra Heavy, 40-45 Gallon Capacity, Color: Black, 100 Bags per Case 100  MFG: _____ NO: _____ COMMENTS.: _____	30 Cases	\$ _____	\$ _____

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
3.9	66524526667 Can Liner, Mobil PG2-6041 or equal, Low-Density, 36" x 58", Heavy, 55 Gallon Capacity, Color: Black, 200 Bags per Case 200  MFG: _____ NO: _____ COMMENTS.: _____	50 Cases	\$ _____	\$ _____
3.10	66524526778 Can Liner, Mobil PH8-3823 or equal, Low-Density, 36" x 58", Extra Heavy, 55 Gallon Capacity, Color: White, 100 Bags per Case  MFG: _____ NO: _____ COMMENTS.: _____	670 Cases	\$ _____	\$ _____
		<b>CATEGORY-III</b>	<b>TOTAL:</b>	<b>\$ _____</b>
<b>4.</b>	<b>CATEGORY IV - SANITARY PAPER</b>			
4.1	48582471701 Sanitary Napkin, Stayfree Classic Maxi Size only, individually wrapped, 250 napkins per case  MFG: _____ NO: _____ COMMENTS.: _____	12 Cases	\$ _____	\$ _____
4.2	48582800289 Tampon, Bulk Packed, complete with applicator, individually wrapped, 500 tampons per case  MFG: _____ NO: _____ COMMENTS.: _____	15 Cases	\$ _____	\$ _____
		<b>CATEGORY-IV</b>	<b>TOTAL:</b>	<b>\$ _____</b>

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>5.</b>	<b>CATEGORY V - FOOD SERVICE PRODUCT</b>			
5.1	64060410806 Styrofoam hot/cold drink cup, 8 oz., white, 25/bag, 40 bags/pkg, Dart 8J8 or equal  MFG: _____ NO: _____ COMMENTS.: _____	135 Cases.	\$ _____	\$ _____
5.2	64060665706 Desert plate, 5-7/8", white or opaque, 1,000 per case, Sweetheart FS6BPY or equal  MFG: _____ NO: _____ COMMENTS.: _____	20 Cases	\$ _____	\$ _____
5.3	64060466006 Knife, fork, spoon set. Disposable flatware, plastic, white, 250 sets/case, Dixie CM26 or equal  MFG: _____ NO: _____ COMMENTS.: _____	31 Cases	\$ _____	\$ _____
5.4	64060467558 Spoons, 5-3/4", disposable flatware, plastic, white, 1,000/case, Dart S6BW or equal  MFG: _____ NO: _____ COMMENTS.: _____	110 Cases	\$ _____	\$ _____
5.5	64060472806 Fork, 6", disposable flatware, plastic, white, 1,000/case, Dart F6BW or equal  MFG: _____ NO: _____ COMMENTS.: _____	36 Cases	\$ _____	\$ _____
5.6	Knife, 6-1/2", disposable flatware, plastic, white, 1,000/case, Dart K6BW or equal  MFG: _____ NO: _____ COMMENTS.: _____	12 Cases	\$ _____	\$ _____
5.7	64060701006 Stir stick for hot/cold drinks, plastic, 500 / box, Sweetheart SRT20 or equal  MFG: _____ NO: _____ COMMENTS.: _____	3 Box	\$ _____	\$ _____



<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
5.8	61595710601 Wastebasket, rectangle, 8" x 11-2/8" x 12-1/8", Rubbermaid 2955 or equal  MFG: _____ NO: _____ COMMENTS.: _____	7 Each	\$ _____	\$ _____
5.9	Wastebasket rectangle, 10-1/4" x 14-3/8" x 15", Rubbermaid 2956 or equal  MFG: _____ NO: _____ COMMENTS.: _____	17 Each	\$ _____	\$ _____
5.10	Wastebasket rectangle, 11" x 15-1/4" x 19-7/8", Rubbermaid 2957 or equal  MFG: _____ NO: _____ COMMENTS.: _____	27 Each	\$ _____	\$ _____
5.11	48538360255 Dishwasher soap, for automatic dishwashers, 50 oz. Box, Cascade or equal  MFG: _____ NO: _____ COMMENTS.: _____	12 Cases	\$ _____	\$ _____
5.12	Dish machine Liquid, Suma Super Chlorinated Dish Machine Liquid, 4/1 gallons/case  MFG: _____ NO: _____ COMMENTS.: _____	4 Cases	\$ _____	\$ _____
5.13	Powdered Dish Detergent, Suma Diverpak Encapsulated, 4 9 lb. containers per case  MFG: _____ NO: _____ COMMENTS.: _____	15 cases	\$ _____	\$ _____
5.14	Zerospot Drying Agent HT, 5 gallon container  MFG: _____ NO: _____ COMMENTS.: _____	5 each	\$ _____	\$ _____
5.15	64050601012 Napkin, 10" x 10", white, 1/4 folded, 4,000 / case, Fort Howard Beunap 96017 or equal  MFG: _____ NO: _____ COMMENTS.: _____	14 Cases	\$ _____	\$ _____
		<b>CATEGORY-V</b>	<b>TOTAL:</b>	\$ _____ -

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>6.</b>	<b>CATEGORY VI - OTHER CONSUMABLES</b>			
6.1	Hand soap, antibacterial, 3-1/2 oz bar, individually wrapped, Dial or equal, 72 Bars per Case  MFG: _____ NO: _____ COMMENTS.: _____	16 Cases	\$ _____	\$ _____
6.2	Hand soap, 4 oz. Bar, pumice grit, individually wrapped, Lava or equal, 49 Bars per Case  MFG: _____ NO: _____ COMMENTS.: _____	5 Cases	\$ _____	\$ _____
6.3	Hand soap, liquid, lotionized w/lanolin, gallon container, Spartan or equal. 4 - 1 gallon containers per case  MFG: _____ NO: _____ COMMENTS.: _____	29 Cases	\$ _____	\$ _____
6.4	48588531508 Scouring pads, 6" x 9", light duty, 3M Scotch-Brite No. 98 pads or equal, 60 per case / 20 per box  MFG: _____ NO: _____ COMMENTS.: _____	11 Cases	\$ _____	\$ _____
6.5	Scouring pads, 6" x 9", heavy duty, 3M #307 Scotch-Brite No. 96 or equal, 60 per case / 20 per box  MFG: _____ NO: _____ COMMENTS.: _____	20 Cases	\$ _____	\$ _____
6.6	Sponge, 6" x 3-1/2", medium duty, 3M Scotch-Brite No. 74 or equal, 20 per case  MFG: _____ NO: _____ COMMENTS.: _____	50 Cases	\$ _____	\$ _____
6.7	67055877301 Screen, disposable, rubber urinals and parts, 12 per case  MFG: _____ NO: _____ COMMENTS.: _____	40 Cases	\$ _____	\$ _____
6.8	50525381005 Bleach, liquid, 1 gallon, 6 - 1 gallon containers per case  MFG: _____ NO: _____ COMMENTS.: _____	40 Cases	\$ _____	\$ _____

<u>NO.</u>	<u>ITEM DESCRIPTION</u>	<u>EST. ANNUAL QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
6.9	48508653002 32 oz. Pistol grip spray pump applicator, for bottle, round, plastic  MFG: _____ NO: _____ COMMENTS.: _____	150 Each	\$ _____	\$ _____
6.10	Stainless Steel Cleaner, 12 each 20 oz. aerosol, water based containers per case  MFG: _____ NO: _____ COMMENTS.: _____	8 cases	\$ _____	\$ _____
6.11	Tearless Shampoo/Body wash, 2000 ML  MFG: _____ NO: _____ COMMENTS.: _____	14 cases	\$ _____	\$ _____
6.12	Suma Calc Hi-active descaler, 4 each 1 gallon containers per case  MFG: _____ NO: _____ COMMENTS.: _____	5 cases	\$ _____	\$ _____
6.13	Triax III Color Safe Bleach, 5 gallons per case  MFG: _____ NO: _____ COMMENTS.: _____	8 cases	\$ _____	\$ _____
6.14	Neutrolsoft Sour & Soft laundry additive 5 gallons per case  MFG: _____ NO: _____ COMMENTS.: _____	12 cases	\$ _____	\$ _____
6.15	Detergent, commercial washer, Divoblend 3A Detergent, 5 gallon container  MFG: _____ NO: _____ COMMENTS.: _____	14 cases	\$ _____	\$ _____
6.16	Brite White packet Laundry Detergent, 1.2 oz. packets (indicate number of packets per case)  MFG: _____ NO: _____ COMMENTS.: _____	24 cases	\$ _____	\$ _____
		<b>CATEGORY-VI</b>	<b>TOTAL:</b>	<b>\$ _____</b>

**OPTION A - "STOCK LIST" PROPOSAL SUMMARY**

CATEGORY	DESCRIPTION	TOTAL FOR CATEGORY	BID ALL ITEMS?	
			YES	NO
I	DISPOSABLE PAPER PRODUCTS	\$ _____	___	___
II	SPECIALTY PAPER PRODUCTS	\$ _____	___	___
III	CAN LINERS	\$ _____	___	___
IV	SANITARY PAPER PRODUCTS	\$ _____	___	___
V	FOOD SERVICE PRODUCTS	\$ _____	___	___
VI	OTHER CUSTODIAL PRODUCTS	\$ _____	___	___
<b>TOTAL FOR ALL CATEGORIES BID:</b>		<b>\$ _____</b>	___	___

**OPTION B - LIST BELOW IN THE SPACE PROVIDED YOUR OFFER FOR "KINDRED ITEMS" DELIVERED TO CITY, COUNTY AND/OR BUILDING COMMISSION LOCATIONS:**

- b1. For Category I items not listed in option "A": LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_
- b2. For Category II items listed in your catalog: LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_
- b3. For Category III items listed in your catalog: LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_
- b4. For Category IV items listed in your catalog: LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_
- b5. For Category V items listed in your catalog: LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_
- b6. For Category VI items listed in your catalog: LIST PRICE MINUS \_\_\_% or COST PLUS \_\_\_%**  
**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**OPTION TO EXTEND:**

Special provisions for Commodity Term Contracts are included with the specification document. Proposers are urged to read the Special Provisions before completing the following sections of the Proposal.

- Does your offer include Contract Extension Renewal for additional one year periods: Yes \_\_\_ No \_\_\_
- Maximum escalation for the additional one yr. periods (overall) not to exceed: \_\_\_ % per year

**SALES AND SERVICE CONTACT:**

COMPANY REPRESENTATIVE responsible for the administration of this Agreement (we prefer one main person):

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

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**NOTE: RETURN 2 COMPLETE COPIES OF BID AND SUPPORTING MATERIAL.**

**MARK OUTSIDE OF RESPONSE ENVELOPE AS FOLLOWS:**

**"SEALED PROPOSAL FOR SPEC. 03-143 "Bid for Custodial Paper and Consumable Supplies"**

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The undersigned signatory for the proposer represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
ESTIMATED DELIVERY DAYS (After  
receipt of individual orders)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
TERMS OF PAYMENT

\_\_\_\_\_  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

\_\_\_\_\_  
FAX NUMBER

# CUSTODIAL PAPER AND CONSUMABLES PROPOSAL QUESTIONNAIRE

Co. Name: \_\_\_\_\_

**THIS SUPPLEMENTAL INFORMATION MUST BE SUBMITTED WITH YOUR RESPONSE.**

If the space provided for answers is insufficient, please attach on your company letterhead, a continuation of your answer referencing the question number.

## 1. GENERAL PROGRAM INFORMATION:

1.1 Provide a list of customers to whom you are currently providing a similar stockless deliver program. (Attach sheet titled "Reference Listing" on company letterhead.)

1.2 Will there be an inside customer service/order person available during normal City (8:00 a.m. to 5:00 p.m.) business hours to handle orders, questions, problems, etc.?

Yes\_\_\_ No\_\_\_

Contact Name:\_\_\_\_\_ Toll free Telephone No.\_\_\_\_\_

1.3 Will there be an outside account service/sales person (we prefer one main contact) available to establish an occasional office visit schedule direct to the County/City Purchasing and key departments (to demonstrate new products and to assist in refining the program)?

Yes\_\_\_ No\_\_\_

Contact Name:\_\_\_\_\_ Toll free Telephone No.\_\_\_\_\_

## 2. ORDERING INFORMATION:

2.1 Does your company accept orders via FAX machine?

Yes\_\_\_ No\_\_\_

Toll free FAX Number:\_\_\_\_\_

2.2 Does your firm have on-line order capability?

Yes\_\_\_ No\_\_\_

2.2.1 What is your "cut-off" time for placing orders with "next day" delivery? \_\_\_\_\_

2.2.2 Do you supply the on-line order link free of charge to your customers? Yes\_\_\_ No\_\_\_

2.2.3 Please include detailed information on your program as well as specific equipment requirements.

2.3 Does your company have a minimum dollar amount per order (multiple orders will be placed throughout the day - possibly by City/County Dept.)?

Yes\_\_\_ No\_\_\_

If "Yes", what is it: \_\_\_\_\_

2.4 What is your company's return policy offered to the County/City? \_\_\_\_\_

2.4.1 Is there any restocking charge?

Yes\_\_\_ No\_\_\_

If "Yes", detail the amount and conditions: \_\_\_\_\_

2.4.2 How are credits handled for returned items: \_\_\_\_\_

2.4.3 Detail method and procedure for picking up (or sending back) returns: \_\_\_\_\_

2.5 What wholesalers are you electronically "data-linked" with? \_\_\_\_\_

2.5.1 What is your policy regarding filling orders through purchase from other sources when the normal source has not met our delivery requirements? (i.e. your wholesaler is out of stock):

2.6 Where are your distribution centers located? \_\_\_\_\_

3. **REPORTS, FORMS AND CATALOGS REQUESTED:**

3.1 Can your firm provide the usage reports described (see "Specification" #8)? Yes\_\_\_ No\_\_\_  
(All reports should be available: weekly, monthly, quarterly and annually, upon request)

3.1.1 Can they be generated by location? Yes\_\_\_ No\_\_\_

3.1.2 Can they be generated by product? Yes\_\_\_ No\_\_\_

3.1.3 Include a sample package of your usage reports.

3.2 Does your firm provide the order forms for Primary Vendor programs (for ordering via mail/FAX)?  
Yes\_\_\_ No\_\_\_

If "Yes", include a sample of one of your "Stock" order forms.

3.3 Catalog for this offer is based on:

3.3.1 **Proposer's current "in-stock" catalog?** \_\_\_\_\_

3.3.1.1 Catalog source (wholesaler): \_\_\_\_\_

3.3.1.2 Date and frequency of catalog productions: 2 years

3.3.1.3 Are all items in the catalog covered (including kindred items not listed on our price schedule - **See Option B "Kindred Items"**) with the discount arrangement and offered to the County/City? Yes\_\_\_ No\_\_\_

3.3.2 Custom catalog to be produced including proposed "Stock" Items? \_\_\_\_\_

(items and categories shall be selected by purchasing in cooperation with the vendor)

3.3.2.1 TOTAL cost of producing 500 individualized custom "Stock" catalogs for City as specified will be: \$\_\_\_\_\_

3.3.2.2 Amount of contribution to be provided by City towards production of 500 custom catalogs will be: \$\_\_\_\_\_

3.3.2.3 Custom catalogs will be available within \_\_\_\_\_ days after approval of final catalog design.

3.3.2.4 Will you produce the custom catalogs on an annual basis? \_\_\_\_ Yes \_\_\_\_ No  
(i.e., how will price changes and product changes be updated)

3.4 Does your offer include any price incentives for a individual order volume or collective volume of orders received utilizing the contract arrangement? (Example: Daily orders of \$500.00 or more receive an additional % discount, or if the County/City Purchases \$200,000.00 at the regular discount all orders received over this amount will receive an additional % discount, etc.)

DETAILS OF INCENTIVE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **DELIVERY AND RECEIVING:**

4.1 The Successful Vendor shall make all deliveries direct to the ordering City/County Department:

4.1.1 All orders for "Stock" list items submitted prior to the vendor's indicated cutoff time (prefer cutoff time to be after 1:00 P.M.) Monday through Friday, are to be delivered to the City/County Departments complete and packaged by department/division (indicated with each order) by 4:30 p.m. the next business day.

Indicate if this condition is agreeable: \_\_\_\_ Yes \_\_\_\_ No

4.2 Each package shall have two (2) copies of the packing slip attached. One will be used as the departmental receipt and the second will be the delivery verification copy.

Indicate if this condition is agreeable: \_\_\_\_ Yes \_\_\_\_ No

4.3 Vendor will provide annotations on each packing list for items that are back-ordered. Back-order indication must be bold and clear to provide recognition, including expected delivery date.

Indicate if this condition is agreeable: \_\_\_\_ Yes \_\_\_\_ No



- 4.4 Acceptance of a total delivery and signature based upon piece count and delivery receipt does not represent a transfer of responsibility to the County/City for the contents of each package. In the event shortage, overage or damage exists within the packages, the vendor will accept County/City documentation for resolution of discrepancy.

Indicate if this condition is agreeable: \_\_\_\_\_ Yes \_\_\_\_\_ No

- 4.5 Will you provide your own vehicles and personnel for product delivery or will you utilize a contract service?

\_\_\_\_\_ We provide our own vehicles/personnel \_\_\_\_\_ Contract Service used

- 4.5.1 If a contract service will be utilized, indicate the company name, address, contact person (if available) and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4.5.2 If you are utilizing a contract delivery service, your offer must include full responsibility for the timeliness of deliveries and order completeness, damage, etc. to the assigned delivery point.

Indicate if this condition is agreeable: \_\_\_\_\_ Yes \_\_\_\_\_ No

## **5. INVOICE AND PAYMENT OPTIONS:**

- 5.1 What are your payment terms? \_\_\_\_\_

5.1.1 Any additional discount for early payment? \_\_\_\_\_

- 5.2 All orders shall be delivered and billed direct to the City/County ordering department. Do you Concur?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 5.3 A monthly statement by City/County using Dept. shall be generated indicating invoice amount for each delivered order.

Indicate if this condition is agreeable: \_\_\_\_\_ Yes \_\_\_\_\_ No

The undersigned signatory for the proposer represents and warrants that he/she has full and complete authority to submit this proposal to the City , and to enter into a contract if this proposal is accepted.

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**by (Signature)**

**ADDITIONAL COMMENTS:**

**SPECIAL PROVISIONS  
FOR  
COMMODITY TERM CONTRACTS  
CITY OF LINCOLN, NEBRASKA  
PURCHASING DIVISION**

**1. ESTIMATED QUANTITIES**

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

**2. CONTRACT PERIOD**

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for additional one (1) year periods, not to exceed three (3) such renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

**3. BID PRICES**

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
  1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.

3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
5. Approved price changes are not applicable to orders already issued and in process at time of price change.
6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- 3.3 The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
- 3.4 If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
- 3.5 Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

**4. CONTRACT AWARD NOTIFICATION**

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

**5. QUARTERLY REPORT**

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information: ordering department, items & quantities purchased, and total amount of purchases by department.

# **SPECIFICATION**

## **"PRIME VENDOR" TO PROVIDE OFFICE SUPPLIES AND RELATED ITEMS**

### **1. SCOPE:**

- 1.1 The purpose of this Bid is to provide prospective vendors with a format enabling them to prepare and submit a proposal for furnishing custodial paper and consumable supplies utilizing a "Prime Vendor" environment.
  - 1.1.1 Our intent is to enter into a long term relationship (one (1) year contract with at least two (2) or more renewal options) with a vendor or group of vendors (by category of products) emphasizing quality products, desirable brand name merchandise, reduced cost on repetitively purchased supplies and consistent good service and support.
  - 1.1.2 This request begins the evaluation and negotiation process which will eventually result in a contract between the City (The City is also representing Lancaster County in this BID) and a select vendor or vendors.
  - 1.1.3 Proposals submitted must remain in force for 90 days from the opening date stated herein to allow adequate time for evaluating the offers received.

### **2. INQUIRES:**

- 2.1 All inquiries concerning this BID are to be directed to:

Kathy Smith  
County/City Purchasing Department  
County/City Building  
440 South 8th Street  
Lincoln, NE 68508  
FAX: 402-441-6513 PHONE: 402-441-8309
- 2.2 Written addenda to all pertinent questions will be provided to all vendors receiving proposals:
  - 2.2.1 In all cases, no verbal communication shall take precedence over information presented in this BID or written addenda distributed.

### **3. GENERAL INFORMATION:**

- 3.1 The estimated annual dollar value of this proposed contract agreement is approximately \$200,000 - \$250,000.
  - 3.1.1 The estimated purchases listed herein are presented as non-binding approximations and are neither intended as minimums or maximums of our requirements.
  - 3.1.2 The City reserves the right to add or delete products to the contract, if available through the successful prime vendor, during the contract period should such additions or deletions be deemed in the City's best interest.
- 3.2 The Purchasing Division may restrict certain items listed in the vendor's standard wholesaler's catalog which are normally bid due to volume or category (i.e., ice melt, machines, chemicals, etc.)
  - 3.2.1 Purchasing reserves the right to bid separately special or large quantity purchases.

#### 4. **ORDER PLACEMENT:**

- 4.1 Orders will be placed on an as-needed-basis.
  - 4.1.1 Quantities stated on the pricing schedule are estimates based upon past usage and represent an estimate of projected usage; actual usage may vary over or under the amount shown.
  - 4.1.2 Proposers shall provide pricing as stated even if the actual quantities purchased are over or under the stated amounts.
- 4.2 Items featured on the pricing schedule (OPTION A) reflect the products currently identified as repetitively purchased supplies for the County/City department/divisions.
  - 4.2.2 For bidding purposes these items will be considered "**Stock or Core Items**", and must be provided by the Selected Vendor for next working day delivery throughout the term of the contract.
    - 4.2.2.1 **Back orders of "stock/core items" must be held to a minimum and are not to exceed three (3) percent of the total items ordered;** thus, all orders must be ninety-seven (97) percent complete unless otherwise approved by the Purchasing Division.
    - 4.2.2.2 *A repeated pattern of back orders by the contractor is cause for cancellation of the contract, and award of the remaining term of the contract to the next responsive proposer or a new proposal generated.*
  - 4.2.3 Incorrect items shipped must be replaced at vendors expense within one (1) day of notification.
    - 4.2.3.1 Any item shipped which is found to be damaged or incomplete must be repaired or replaced within seventy-two (72) hours from the time of notification.
    - 4.2.3.2 Proposer must state, in detail, their company policy concerning return of items and credits for returned goods.
- 4.3 Prospective vendors are also encouraged to offer a set discount structure for all other supplies, equipment and furniture in their catalog (**see Option B - "Kindred Items"**), or to offer a separate catalog with additional products offered to the County/City at set discount pricing.
  - 4.3.1 Discounts may fluctuate by category of items, as long as the criteria is specifically designated in the bidding schedule or attached documentation.
  - 4.3.2 Quantity of products offered and discount schedules will be contributing factors considered in the award of this proposal.

#### 5. **PRICING ON "STOCK/CORE ITEMS":**

- 5.1 The prices offered on the "Stock/Core Items" shall be firm pricing on a unit basis for each one year period of the contract.
  - 5.1.1 Price increases for the renewal years, must not exceed the maximum escalation increase noted on the proposal form (see signature page).
  - 5.1.2 Contract extension will require the Prime Vendor(s) to submit unit prices for all "Stock/Core Items" established between the Vendor and City Purchasing.
    - 5.1.2.1 Prices listed on the proposal form shall be the net price paid by the City.
- 5.2 In addition to the firm pricing for all "Stock/Core Items" featured in our price schedule, the City is requesting a set discount on all items featured in the vendor's standard wholesaler's catalog (see Option B).

5.3 Prices featured in the catalog offered shall be the net price offered on the bidding schedule or a supplemental pricer may be provided indicating the City/Co. Price.

5.3.1 Computer on-line discount schedules are encouraged and may be offered in addition to the catalogs or supplemental discount schedules (on-line prices shall also indicate the City/County Discount price).

**6. DELIVERY OPTIONS:**

6.1 All deliveries will be to the individual City/County departments.

6.1.1 Orders shall be packaged by the vendor in separate containers by City or County department/division placing the order and clearly labeled with the individuals department/division name (see location listing attached).

**7. COMMUNICATION AND INVOICING:**

7.1 Direct computer link between select County/City Departments, with the successful Prime Vendor is desirable.

7.1.1 We would prefer this electronic link to be via the internet or an Email system requiring no separate software or equipment other than a standard desktop PC (provided by the City/County).

7.2 Invoices are to be submitted in duplicate to the City/County Department when the order is complete.

7.2.2 Irregularities in the invoice will be reason to return the invoice for re-adjustment.

7.3 A Statement accounting for all individual City/County invoices delivered during the period shall be mailed to the ordering department.

**8. CATALOGS AND ORDER FORMS:**

8.1 The Prime Vendor will assist in the development of an order form to be used for ordering items from the vendors catalog.

8.1.1 Order forms will be provided by the Prime Vendor to the County/City Depts/divisions in sufficient amount to adequately accommodate our needs for mailing or faxing orders.

8.1.2 If prices, item numbers or core items change the Prime Vendor will be responsible for updates to the order forms.

8.2 The Prime Vendor will assist in the development of a "Stock/Core Item" catalog (must have pictures) to be used for placing orders generated through the contract arrangement.

8.2.1 Catalogs (may be a custom catalog or the vendors standard catalog if appropriate) will be provided by the Prime Vendor to the County/City departments/divisions in sufficient quantities to adequately accommodate our needs.

8.2.2 The assistance provided by the proposer to produce the "City/County Stock Item" catalog or to design a pricing supplement for their standard catalog (indicating City/County pricing) will be a consideration in the award of this proposal.

8.2.2.1 Details of arrangement and layout of catalog will be determined after award.

8.2.2.2 If a custom catalog is offered it is to be printed, bound and illustrated (black and white acceptable).

8.2.3 "Stock Item" catalog or city pricing supplement for the vendor's standard catalog, may need to be updated annually due to changing prices/items.

8.2.3 The Prime Vendors' help with suggestions on ways to accommodate these changes without incurring the cost to reproduce the entire catalog will be appreciated.

9. **REPORTS:**

- 9.1 Two copies of a **Monthly Departmental/Division Transaction Report**, listing completed individual orders for each department/division will be submitted to the Purchasing Division.
- 9.2 In addition to the monthly transaction reports, various computer prepared periodic reports will be required, to include but not limited to:
  - 9.2.1 Monthly usage/\$volume summary report by item.
  - 9.2.2 Monthly "year-to-date" accrued usage/\$volume summary reports by departments.
  - 9.2.3 Monthly "year-to-date" accrued usage/\$volume summary report by item.
  - 9.2.4 We may from time to time require additional reports depending upon the situation.

10. **VENDOR ADDED SERVICES:**

- 10.1 Assisting City/County Agencies participating in the term contract to establish initial systems and procedures for placing and receiving orders.
- 10.2 The City may request the successful vendor to present several workshops or hold a "Prime Vendor Fair" for the County /City participants to help market the program and assist with the implementation of the selected program.
- 10.3 A complete description of these extra services or benefits should be typed on your company letterhead, labeled "Additional Services" and submitted with the copies of your response.

11. **CRITERIA FOR EVALUATING TERM CONTRACT PROPOSALS:**

- 11.1 Award of a contract, if made, will be to the most responsive vendor or vendors selected in accordance with the Bid evaluation criteria and whose proposal complies with all the requirements of the Bid documents and addenda thereto, except for such immaterial defects as may be waived by the City/County.
- 11.2 Award criteria will include, but not be limited to:
  - 11.2.1 Vendor's experience in servicing large governmental/institutional accounts.
  - 11.2.2 The quality and thoroughness of the vendor's overall plan to accommodate our needs.
  - 11.2.3 Any added services offered by the vendor (including on line ordering).
  - 11.2.4 Quantity and quality of the supplies offered under the contract provisions (includes vendor provided catalog and forms).
  - 11.2.5 Discount price schedule, delivery, billing and other provisions offered to the City (including "kindred items" discounted with the offer.

12. **RESPONSE SUBMITTALS:**

- 12.1 Six (6) copies of the proposal documents and submittals, one of which must be the signed original, shall be submitted as your proposal response.
- 12.2 Sample catalogs and ordering forms, or description of catalogs and forms, which will be produced and offered to the County/City under the contract terms and conditions.

- 12.3 Samples of consolidated reports which will be provided to the City Purchasing, tracking order quantities and frequency as per the specifications.
- 12.4 A description or outline of the training and orientation which will be given to County/City department/division if your firm is selected as our Prime Vendor.
- 12.5 A complete description and explanation of all exceptions to the specifications detailed on company letterhead.
- 12.6 A list of any additional services offered to the City/County along with any terms and conditions required by your company.